

**INSTRUCTIONS FOR PREPARATION OF 2005-2006 SUMMARY REPORT OF THE IMMUNIZATION
STATUS OF MISSOURI PUBLIC, PRIVATE, OR PAROCHIAL SCHOOL CHILDREN (CD-31)**

Background:

Varicella vaccine shall be required for all children starting kindergarten or who were five (5) or six (6) years of age as of and after the beginning of the 2005-2006 school year. If a student has had chickenpox disease, a signed statement from the parent, guardian or licensed doctor of medicine or osteopathy may be accepted as proof of disease.

For children beginning kindergarten during or after the 2003-2004 school year, school immunization requirements must follow the ACIP Recommended Childhood and Adolescent Immunization Schedule and the latest ACIP General Recommendations on Immunization. Both can be found on CDC's immunization website at www.cdc.gov/nip under the "Frequently Asked For" column. This regulation will not affect students who began attending school in Missouri prior to the 2003-2004 school year.

Satisfactory evidence of immunization consists of a statement, certificate, or record from a physician or other recognized health facility. The statement must include the type of vaccine given and the date of administration. All students shall be required to provide documentation of the month, day, and year of vaccine administration.

Students who are not completely immunized may **not** attend school unless they have begun the series and are making satisfactory progress as outlined on the enclosed Recommended Childhood and Adolescent Immunization Schedule, United States 2005, **and** have a current signed **Immunizations In Progress** form (Imm.P.14) on file with the student's immunization record.

Students may be exempted for reasons of religious objection by placing a **Religious Immunization Exemption** form (Imm.P.11A) on file with the student's school immunization record indicating that immunization of the student violates the religious beliefs of the parent or guardian. The parent or guardian must sign this form.

Students may be exempted from immunization for medical reasons by placing a **Medical Immunization Exemption** form (Imm.P.12) on file with the student's school immunization record. A licensed doctor of medicine or doctor of osteopathy must sign this form certifying that either the immunization would seriously endanger the student's health or life or the student has documentation of laboratory evidence of immunity to the disease(s).

Please distribute instructions to all personnel responsible for preparing the *Summary Report of the Immunization Status of Missouri Public, Private, or Parochial School Children* (CD-31 form). The *Summary* and instructions are also available from the DHSS website at www.dhss.mo.gov. This report must be submitted to the Missouri Department of Health and Senior Services (DHSS) no later than **October 15, 2005**. One report should be submitted from each school district (private/parochial schools may submit a report for each school).

For assistance in completing the *Summary Report*, please refer to the attached **2005-2006 Missouri School Year Immunization Requirements** that outline immunization requirements for each grade, to the ACIP Recommended Childhood and Adolescent Immunization Schedule, United States 2005, or to the Catch-up Schedule for Children and Adolescents Who Start Late or Who Are >1 Month Behind which addresses vaccine spacing and minimum intervals.

Instructions for the *Summary Report (CD-31)*:

1. Ensure the name of the school or school system and address on the top portion of the form is correct. Make corrections on label if necessary.
2. Complete the identifying information, date form, and obtain necessary signature.
3. For **each grade**, enter the current enrollment.
4. For **each grade** and for **each required immunization** enter the following:
 - The number of students fully immunized according to the rule.
 - The number of students in progress to complete immunization series. (**In progress means student is waiting to complete the series, but is ineligible to receive vaccine due to time frame between doses**).
 - The number of students with a **Medical Immunization Exemption** form (Imm.P.12) on file.
 - The number of students with a **Religious Immunization Exemption** form (Imm.P.11A) on file.
 - The number of students who do not have all immunizations within series required for their grade level, but have an immunization record. Record these students on the *Report of Students in Noncompliance With Missouri School Immunization Law Report* (Imm.P.10).
 - The number of students who do not have all immunizations within series required for their grade level, and do not have an immunization record. Record these students on the *Report of Students in Noncompliance With Missouri School Immunization Law Report* (Imm.P.10).
5. For each grade, enter the number of **Students with vaccine series complete** (only those students who have received all required immunizations within each series for their grade level.)

Instructions for completing the *Report of Students in Noncompliance With Missouri School Immunization Law Report* (Imm.P.10): (This form is to be used to report those students who have not received all required immunizations AND who do not have the appropriate **Medical or Religious Immunization Exemption** or **Immunizations In Progress** form on file. Do not include students who are in the process of completing a vaccination series and have an **Immunizations In Progress** form on file.)

1. Enter the date and name of person completing the form and the identifying information for the school or school system in the top portion of the form.
2. Enter the following information for each student in noncompliance:
 - Name of the student.
 - Grade.
 - Name of parent.
 - Check the appropriate box(es) under the Immunization(s) Needed Section.
3. Submit the pink copy of the Imm.P.10 with the *Summary Report (CD-31)* to DHSS at the address provided.
4. Within 30 days after submitting the initial pink copy of the Imm.P.10 form, an update for the students should be filed with DHSS. Indicate in the UPDATE column of the form, the type of action taken which results in the student(s) meeting the immunization(s) requirements:
 - **Immunizations In Progress** form (Imm.P.14) was completed and placed in the student's file.
 - Appropriate **Medical or Religious Immunization Exemption** form (Imm.P.11A or Imm.P.12) was completed and placed in the student's file.
 - Required immunization(s) were completed (indicate the type of vaccine and date received).
 - Student has moved from the school district.
 - No change (child should be excluded from school).
5. Submit the white copy of the Imm.P.10 form to the listed DHSS address.

Enclosed is a draft letter that you may wish to use for students with incomplete immunization records. If you have any questions, please call your Regional Immunization Representative (see attached map), or your local public health agency.